



Dear Parent/Carer,

I am writing to you to advise that the Local Academy Committee for Hollinhey Primary School has a vacancy for a Parent Governor. The role would be for a period of 4 years.

The role of the governing board

Governing boards have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction
- holding the headteacher to account for the educational performance of the school and its pupils
- overseeing the financial performance of the school and making sure its money is well spent

Who can apply?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Hollinhey Primary School. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a Parent Governor.

To fulfil the role, you will need to:

- attend regular meetings (around 3 each year)
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)
- You should expect to devote in the region of 6 hours per term to the role

If this is a role that you would be interesting in applying for, please check that you are eligible using the attached sheet and complete the nomination form. Please return this form to the school office by **12 noon on Friday 7th March 2025**.

Kind Regards

Sarah Clough
Headteacher
Hollinhey Primary School

Disqualification from holding or continuing to hold office as a governor of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- Has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- Is barred from any regulated activity relating to children.
- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.

- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor of a school if the person—

- (a) is an elected member of the local authority; or
 - (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.
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Nomination form

Election of: Parent Governor

Please complete this form in BLOCK CAPITALS

Nominee name: _____

Nominee contact details: _____

Nominee personal statement (maximum 250 words):

I confirm (i) that I am willing to stand for election as a Parent Governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

I understand that my personal statement will be used on the parent election ballot form, if an election is necessary.

Nominee signature: _____

Date: _____

If you are proposing a candidate for nomination, please provide:

Proposer name and contact details: _____

Completed nomination forms must be returned to the school office by 12 noon on Friday 7th March 2025